



The Superior Court of the State of California, County of Del Norte
is accepting applications for

Judicial Assistant

Application Deadline: November 24, 2010

Salary:

Judicial Assistant

Bi-Weekly

\$1770.85-1952.38

To Apply: Applicants are required to submit a thoroughly completed and signed Court application postmarked no later than November 19, 2010. Most qualified applicants will proceed to the examination process. Resumes in lieu of the application will not be accepted. Documents received after the closing date and time will not be considered. Documents received with the application will not be returned to the applicant. **Applications must be mailed to Del Norte Superior Court, P.O. Box 1029, Crescent City, California 95531.** No Fax or emails will be accepted.

Definition: This may be filled as temporary, part-time or regular employment. Status of job availability is predicated upon funding restrictions at the time of employment offer. Regular Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600, et seq.).

This classification performs difficult and complex legal and clerical work with limited supervision. The work conducted in this position is often confidential, the incumbent must be able to establish and maintain cooperative relationships with judges, attorneys and the public, exercise a high degree of discretion and use good judgment.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Requires equivalent to the completion of the twelfth grade, and

Education: Preference given to applicants with a certification in paralegal studies and/or course study related to the judicial or legal field from a college or university.

Experience: Three years of increasingly responsible experience working in a legal clerk or paralegal in a law office or court system.

Duties: Other duties and responsibilities applicable to class may be assigned as necessary.

Relieves judges and/or administrators of routine administrative duties, which include independent preparation of less complex correspondence, maintaining calendars, scheduling meetings and conferences, and making travel arrangements; reviews documents submitted to the court to ensure completeness, accuracy, and compliance with legal and procedural requirements.

Prepares, types, and proofreads legal documents (e.g., correspondence, memoranda, reports, forms, opinions, decisions, rulings, and instructions) from instructions, drafts, dictation, or transcripts.

Incumbents in this class receive general supervision, and perform a variety of legal secretarial tasks in accordance with pre-established policies, procedures, and standards. Errors in work or judgment could result in inaccurate or incomplete legal documents being processed, inaccurate calendars for judges, or the release of highly confidential information. Day-to-day activities may require independent judgment to prioritize work.

Selection Procedure: Application packets will be reviewed for minimum qualifications. Applications that contain documentation that the applicant meets the minimum requirements may be referred to a screening committee. Candidates with the most directly related experience, education, and training may be invited to a written, performance and/or oral exam and interview. A background investigation and clearance is required prior to appointment this process may include, but are not limited to: physical examination, drug/alcohol testing, review of credit history, and criminal or DMV reports. This recruitment may establish an eligibility list of persons who have successfully completed the selection process for this position. The information provided in this announcement is general in nature and does not constitute an expressed or implied contract.

Benefit Summary: Benefits outlined below are eligible to regular, some part-time and limited term employees. Temporary employees are not eligible for the benefits outlined.

- **Health and Dental Insurance**
- **PERS Retirement:**
Vested at 5 years
Reciprocity with certain government agencies
- **Deferred Compensation Program**
- **Vacation:**
1-3 years= 12 days
4-9 years: 15 days
10-15 years: 20 days
16-20 years: 25 days
21 + years: 30 days
- **Sick Leave:** 12 days per year
- **Personal Leave Days:** 3 days per year
- **Bereavement Leave:**
- **Court Holidays:** 13 days per year

Del Norte Superior Court does not discriminate on the basis of race, religious creed, national origin, ancestry, mental or physical disability, marital status, gender or age.

The Del Norte superior Court is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Court will provide reasonable accommodations to qualified individuals with disabilities. The Court encourages applicants who believe they qualify for reasonable accommodation during the testing process and incumbents and individuals who have been offered employment to discuss potential accommodations with the Court Personnel Office.